

 **JOB DESCRIPTION**

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| **Job title:** Director of MIS and Funding**Reporting to:** Chief Financial Officer**Base:** Ilkeston Campus with flexible working across all campuses/home in accordance with business needs |
| **Hours** 37 hours per week**Contract Type** Management Support**Holidays** 35 days per year plus 6 closure days where applicable and 8 statutory days**Salary** Up to £75,000 per annum, dependent upon qualifications and experience |
| **Job Purpose**Lead and develop the Business Intelligence and Exams teams to deliver an exceptional service.Be the college expert on funding including FE, HE, and apprenticeships; working across college with senior managers to optimise funding whilst maximising success for our students.Ensuring the timely submission of returns to funding agencies and other external bodies and ensuring compliance with regulations.Responsible for developing innovative information systems, reporting solutions, data integration strategies and business processes to improve efficiency and effectiveness. |
| **Key Responsibilities** * Lead and develop the college’s Business Intelligence (MIS, funding, reporting and compliance) and Exams functions to ensure, promote and provide an accurate, high quality, timely, efficient and effective service for service users.
* Responsible for ensuring the accurate and timely submission of data to all government funding bodies, awarding organisations and other external parties.
* Lead teams to ensure accurate, timely and efficient information processing.
* Lead the interrogation and analysis of data; ensure information is accessible to users and present analysis to senior management and committees.
* Work closely with curriculum and finance teams to provide information and projections to inform curriculum planning, budgets, management accounts and forecasts.
* Lead on the preparation of relevant information to support regularity inspections, audits and monitoring e.g. Ofsted/ESFA/OFS.
* Be the college lead audit sponsor for internal and external funding audits and ensure compliance with all funding/audit requirements.
* Be the College’s lead expert on FE, HE & apprenticeship funding models, providing updates and proactive advice to the wider college management team to support curriculum design which optimises funding whilst maximising outcomes.
* Lead innovative reporting solutions to ensure the group has the data and information it needs to drive towards excellence and the achievement of strategic goals.
* Coach managers and develop their understanding to support them to interpret and use data to drive improvement and to embed data ownership across all teams.
* Work with colleagues to complete the business planning cycle and produce a robust costed curriculum plan.
* Review and make recommendations regarding the procurement and ongoing development of college business and information systems in collaboration with the Director of IT
* Identify external national, regional and local influences impacting on the College’s data set and position the college to understand and respond to new legislation and external developments.
* Research and report on performance trends within the education sector and benchmark the college’s performance.
* Lead the examinations function by developing and maintaining systems to meet the internal and external requirements for exams and assessments.
* Oversee the customer relationships with awarding organisations.
* Provide support to the CEO in fulfilling the responsibilities of Head of Centre.
* Recommend improvements to systems and structures, embedding a culture of continuous improvement across the team.

**General Management Responsibilities*** Ensure all mandatory training is undertaken, both individually and in the wider team. Work with colleagues on availability for college requirements such as Duty Safety Officer and other requirements.
* Manage teams and co-ordinate their work in accordance with priorities; responsible for the recruitment, induction, development and performance management of team members ensuring that individuals are engaged, high performers.
* Responsible for the reporting and analysis of accurate and timely data using agreed College data reporting and tracking systems; and the maintenance of appropriate records and documents ensuring they are up to date, accurate and comply with data protection requirements.
* Responsible for managing the risks within your area of responsibility and ensuring that all persons within your area of control are provided with appropriate information, instruction, training, and supervision so as not to compromise their physical and mental health, safety or well-being or impact on the environment.
* Responsible for the planning and utilisation of the resources required for your area including the people, physical space, equipment and materials required.
* Responsible for monitoring and improving the quality of all aspects of the work within your area, identifying and building on good practice within your team.
* Responsible for your own continuous professional development ensuring that your skills, knowledge and practice are current and future focused and that you stay abreast of key policy and legal changes.

**In carrying out your duties, ensuring that you**:* Abide by all College policies, procedures and processes.
* Are a role model for and actively promote the College’s values, and model high professional standards in all aspects of this role including providing a professional customer service to internal and external customers.
* Are comfortable and confident in engaging with our broad learning community and to act as a good role model for our children, students and apprentices - in doing so we act as one team, actively supporting colleagues and engaging with our community.
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| **Competencies****Essential*** Excellent leadership skills
* High level of IT literacy including experience of areas such as design and implementation of data strategies, Power BI dashboards, deployment of user-friendly reporting interfaces
* Ability to interpret and analyse data and present informed advice or recommendations
* Ability to communicate effectively with a wide range of stakeholders across multiple mediums
* Strong time management skills with the ability to organise workload and lead others in an efficient and effective manner.
* Ability to complete a range of tasks in an accurate and timely manner when working under pressure
* Adaptability and able to respond to, lead on and manage change
* Able to work with a wide range of students and customers, contributing to the wider college community during events such as exams and enrolment
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| **Knowledge & Experience****Essential*** Experience of working as a senior MIS/funding or data manager within an FE environment.
* Experience of leading and developing high performing teams
* Demonstrable experience of improving efficiency and effectiveness of business processes
* Knowledge of the funding, regulatory and reporting requirements of ESFA funding streams including 16-19, AEB and Apprenticeships
* Knowledge of the requirements of other funding streams e.g. OfS
* Technical knowledge of student records systems and performance management systems

**Desirables*** Knowledge and practical experience of working with EBS and Pro-Suite management information systems
* Knowledge and practical experience of funding audits
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| **Qualifications****Essential*** Level 2 English
* Level 2 Maths
* Level 2 IT
* Management qualification at level 5 or above or substantial managerial experience

**Desirable*** Degree level or equivalent qualification, ideally technology related
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